

DEPARTMENT OF VETERANS AFFAIRS
Harry S. Truman Memorial Veterans' Hospital
800 Hospital Drive
Columbia, Missouri

HPM 589A4-337
November 10, 2004
Issued by: Research

Required Education and Training for Research Activities

1. **PURPOSE:** To describe the required education and training criteria for investigators and their teams involved in research activities at the Harry S. Truman Memorial Veterans' Hospital (HSTMVH).

2. **POLICY:** To ensure that all investigators and their teams who participate in research activities are properly trained to conduct studies in a compliant, safe, ethical manner.

3. **RESPONSIBILITY:**

a. Associate Chief of Staff for Research and Development (ACOS/R&D). The ACOS/R&D is responsible for communicating education and training requirements to researchers and for making training programs available to investigators and their teams.

b. Investigators are responsible for complying with training and education requirements and ensuring that all members of their teams are properly prepared to participate in research activities.

4. **PROCEDURES:** Recurring annual training will be met on a twelve-month, rolling basis (monitored by the Research Office), rather than on the basis of calendar years. Categories of education and training requirements are as follows:

a. General Research Orientation is required for all research staff members when they are initially appointed at the HSTMVH. VA-paid research employees also are required to complete the hospital-wide New Employee Orientation.

b. Human Research Training is required for all staff involved in human research protocols who will access VA patients/data or access VA space for research activities. Specifically, the following web-based modules are required:

(1) "Overview of Good Clinical Practice and Human Subject Protection" located at <http://www.ees-learning.net> (for non-VA employees) or <http://vaww.ees.aac.va.gov> (for VA employees); this training must be renewed on an annual basis.

(2) "VA HIPAA Training" located at www.vhaprivacytraining.net; this training must be renewed on an annual basis.

c. Animal Care and Welfare Training is required for staff involved in animal protocols. Specifically, two web-based training modules are required as follows:

(1) "Working with the VA IACUC" <http://www.researchtraining.org/>

(2) "University of Missouri, Office of Animal Resources"

<http://orcs.missouri.edu/acuc>.

d. Radiation Safety Training is required for all staff whose duties will involve access to Research laboratory space; the type and extent of this training will be evaluated and provided by the Radiation Safety Officer; this training must be renewed on an annual basis.

e. Research (Laboratory) Safety Training is required for all staff involved in laboratory-related activities; this training must be renewed on an annual basis.

f. Hospital-wide Safety Training is required for all Research employees; this training must be renewed on an annual basis.

5. **FOLLOW-UP RESPONSIBILITY:** Associate Chief of Staff/Research & Development

6. **RECISSIONS:** None

APPROVED:

GARY L. CAMPBELL
Director